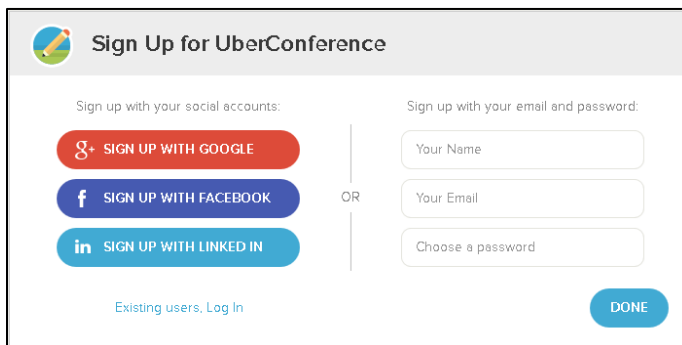


UberConference Quick Start and Overview

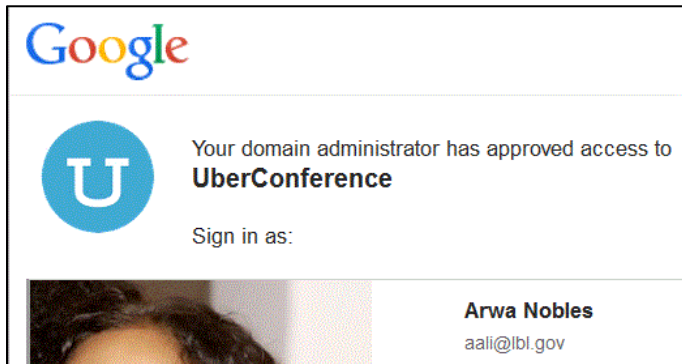
UberConference service allows up to 100 participants on your call and includes screen sharing, application sharing, video conferencing through Google+ Hangouts, and the ability to record your conferences. Once you've requested an UberConference account, you will receive an invitation URL from Telephone Services.

Activate Your UberConference Account

1. Click the URL in your email invitation.
2. Choose the red **"Sign Up With Google"** button.

A screenshot of the 'Sign Up for UberConference' form. The form is divided into two columns. The left column is titled 'Sign up with your social accounts:' and contains three buttons: 'SIGN UP WITH GOOGLE' (red), 'SIGN UP WITH FACEBOOK' (blue), and 'SIGN UP WITH LINKED IN' (teal). The right column is titled 'Sign up with your email and password:' and contains three input fields: 'Your Name', 'Your Email', and 'Choose a password'. A vertical line with 'OR' in the middle separates the two columns. At the bottom left, there is a link 'Existing users, Log In'. At the bottom right, there is a blue 'DONE' button.

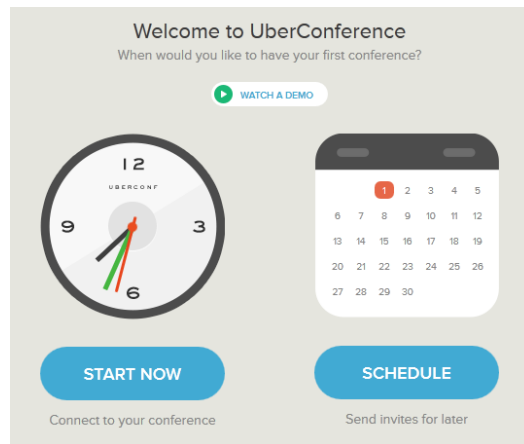
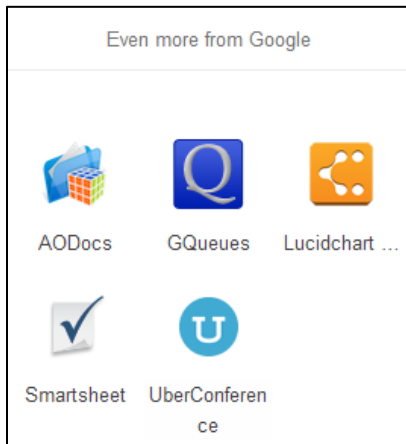
3. Your LBNL account will appear. Click on either your name or picture to sign in.

A screenshot of a Google sign-in screen. At the top is the Google logo. Below it is a blue circular icon with a white 'U'. To the right of the icon, the text reads: 'Your domain administrator has approved access to UberConference'. Below this, it says 'Sign in as:'. At the bottom, there is a small profile picture of a person and the text 'Arwa Nobles' and 'aali@lbi.gov'.

4. Depending on the account type you requested, you are asked to select either a toll or toll-free number. Make your selection and click **Next**.
5. Your account is now active. Your account features are listed for you. Click **Done**.

Starting or Scheduling an UberConference

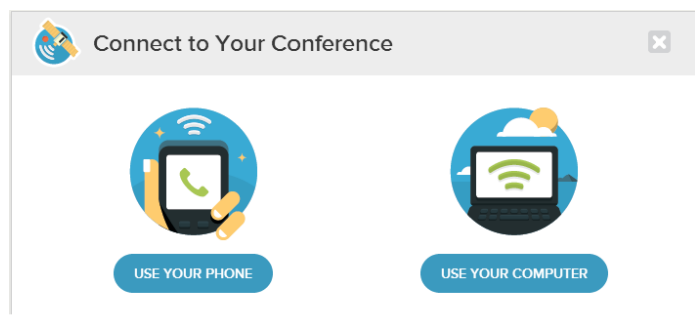
Your UberConference account is available from the Google grid (the application launcher) when you are logged into Google with your LDAP account. Click the grid, then click "More" at the bottom to select UberConference. Your dashboard appears. You may start a conference **now** or **schedule** one for the future.



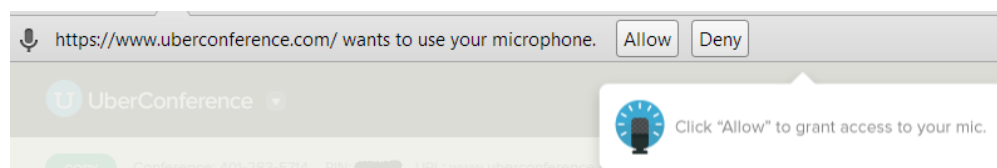
To Start A Conference Now

1. Choose to use your phone or your computer.

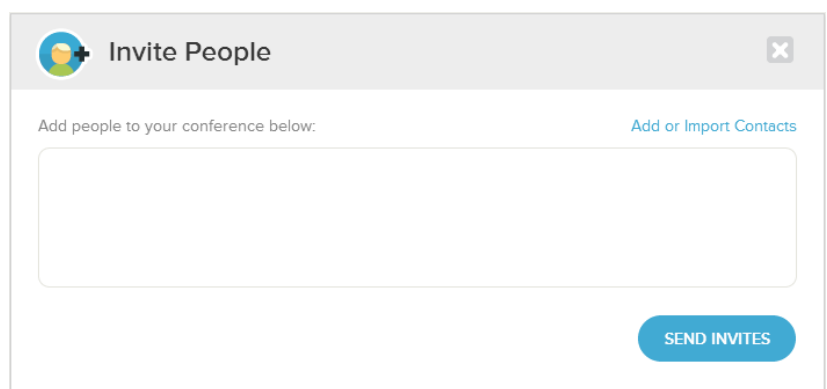
Note: You must use Google Chrome to be given the "use your computer" option.



2. Allow the use of your microphone

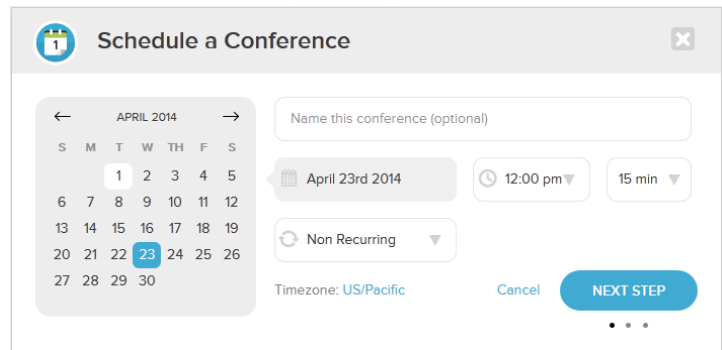


3. Type in the email addresses of the people you wish to invite, then click "send invites". It will auto-fill from your address book, but not from the LDAP directory.



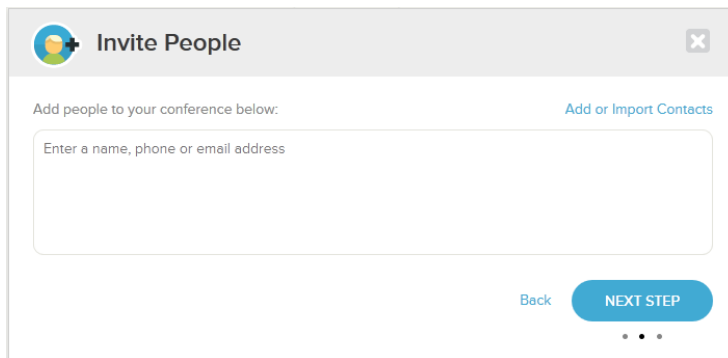
To Schedule A Conference

1. Select a **date** from the calendar.
2. Click on "**Time**" to choose a time from the drop-down, then choose a **duration**.
3. Click **Next**.



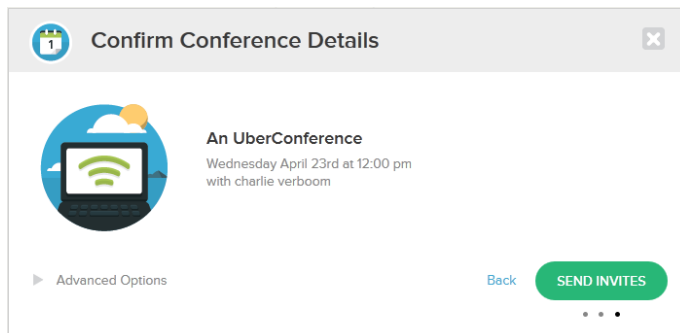
The 'Schedule a Conference' dialog box shows a calendar for April 2014. The date April 23rd is selected. To the right, there is a text input for 'Name this conference (optional)', a date dropdown showing 'April 23rd 2014', a time dropdown showing '12:00 pm', and a duration dropdown showing '15 min'. Below these is a 'Non Recurring' dropdown and a 'Timezone: US/Pacific' label. At the bottom right are 'Cancel' and 'NEXT STEP' buttons.

4. Type in the email addresses of the people you wish to invite, then click **Next**.



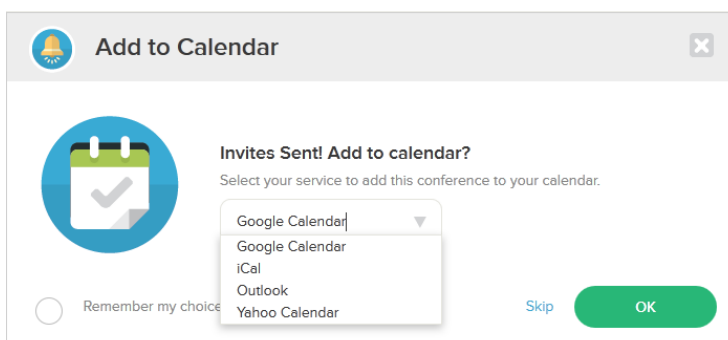
The 'Invite People' dialog box has a header with a plus icon and the title 'Invite People'. Below the header, it says 'Add people to your conference below:' and 'Add or Import Contacts'. There is a large text input field with the placeholder 'Enter a name, phone or email address'. At the bottom right are 'Back' and 'NEXT STEP' buttons.

5. Click "**Send Invites**" to send out your event invite.



The 'Confirm Conference Details' dialog box shows a calendar icon and the title 'Confirm Conference Details'. Below the title, there is a large image of a laptop with a Wi-Fi signal icon. To the right of the image, it says 'An UberConference' and 'Wednesday April 23rd at 12:00 pm with charlie verboom'. At the bottom left is a link for 'Advanced Options'. At the bottom right are 'Back' and 'SEND INVITES' buttons.

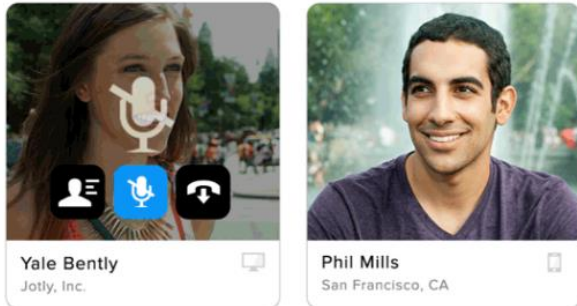
6. Add the meeting to your calendar.



The 'Add to Calendar' dialog box has a header with a bell icon and the title 'Add to Calendar'. Below the header, there is a large image of a calendar with a checkmark icon. To the right of the image, it says 'Invites Sent! Add to calendar?' and 'Select your service to add this conference to your calendar.' Below this is a dropdown menu with the following options: 'Google Calendar', 'Google Calendar', 'iCal', 'Outlook', and 'Yahoo Calendar'. At the bottom left is a radio button labeled 'Remember my choice'. At the bottom right are 'Skip' and 'OK' buttons.

Conference Call Controls

Once your conference has started, you will see the parties on your call. Hover over each one to see options for muting them, viewing their social profile, or dropping them from the call. You can chat with callers using a chat icon in the far right of the page.



Desktop and Application Sharing

In the lower left of your screen, Chrome users will see an option to share their screen. Clicking the image gives you the option to share your entire desktop or just an application.



Video Conferencing

To initiate a video conference, open your Google+ Hangout in a separate tab of your browser, and all your attendees with Google+ Hangouts will be joined into the video conference portion of your call.



FAQ and Tips

Your Google+ Hangout cannot be moved to a different monitor.